

# Nebraska Crime Commission



## APPLICATION INSTRUCTIONS FOR 2009 JUVENILE ACCOUNTABILITY BLOCK GRANT (JABG)

Applications are due in the  
Nebraska Crime Commission Office:  
**Friday, April 16, 2010**  
**before 5:00 p.m. CDT**

**FAXED OR EMAIL COPIES WILL NOT BE ACCEPTED**  
**No Exceptions**

**Contact:** Tiffany L Mullison, Juvenile Justice Specialist  
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## **JABG HISTORY AND BASIC INFORMATION**

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### **PROGRAM HISTORY**

The Juvenile Accountability Incentive Block Grant (JAIBG) program was introduced in 1998 as an appropriation in the federal budget to help states and communities strengthen their juvenile justice systems by implementing accountability-based reforms. Public Law 107-273, enacted in November of 2002, renames the program (Juvenile Accountability Block Grant-JABG) and establishes the program as a line item in the federal budget. The Office of Juvenile Justice and Delinquency Prevention promulgate rules and regulations for the JABG program.

### **PURPOSE**

The purpose of the Juvenile Accountability Block Grant (JABG) program is to promote greater accountability in the juvenile justice system. The program's goal is to reduce juvenile offending through accountability-based initiatives focused on both the offender and the juvenile justice system.

### **DUE DATE**

**Original and 7 complete copies** of the grant application are due on **Friday, April 16, 2010** and must be received in the Crime Commission Office no later than **5:00 p.m. CDT** on that day. Any applications received after that date will be considered late and will NOT be accepted. There are **NO EXCEPTIONS**. Applications received by fax or email will NOT be accepted.

Crime Commission location: Nebraska State Office Building  
301 Centennial Mall South  
5th Floor  
14th & M Street  
Lincoln, Nebraska

Crime Commission Mailing Address: Nebraska Crime Commission  
301 Centennial Mall South  
P.O. Box 94946  
Lincoln, NE 68509-4946

Please contact Tiffany Mullison at the Nebraska Crime Commission 402-471-3998 or [Tiffany.Mullison@nebraska.gov](mailto:Tiffany.Mullison@nebraska.gov) if you have any questions about the JABG program.

### **FUNDING INFORMATION**

For 2009, Nebraska received a total allocation of \$449,800. Of this allocation, six local communities will receive pre-determined awards of \$10,000 or more as determined through a formula from the Office of Juvenile Justice and Delinquency Prevention. Due to annual changes in the statistics utilized to calculate eligible communities and an overall decrease in the states award, there are several communities which no longer are eligible for pre-determined awards. Awards to local communities total \$226,052. A listing of the communities receiving pre-determined awards is included in this application kit.

The remaining dollars are retained by the state for the promotion of greater accountability in the juvenile justice system as determined by a state plan for those areas of the state not receiving pre-determined allocations. The current state plan directs the use of these funds for the implementation of

juvenile justice information system implementation and accountability based programming.

### **ELIGIBLE APPLICANTS**

The city or county identified as receiving the pre-determined award is the only eligible applicant. The city or county may contract with private non-profits or other agencies to provide services. Cities or counties receiving pre-determined awards may pool their funds together to maximize the use of funds. If cities and/or counties decide to pool their dollars, one must agree to be the applicant and a memorandum of understanding will be required to show the collaboration of funds.

### **MATCH REQUIREMENT**

- A local unit of government receiving JABG funds must provide a **10% cash match** (no in-kind match is allowed) of the total program cost, unless the JABG funds will be used for construction of permanent corrections facilities. If the funds are used for permanent corrections facilities, a 50% cash match is required.
- To determine the amount of cash match required for 10%, take the amount of JABG funds awarded and divide by 9.

Example: If a community is receiving a pre-determined award of \$20,862, divide this by 9 to determine the 10% cash match required. The minimum required match is \$2,318.

$\$20,862 \text{ (JAIBG award amount)} + \$2,318 \text{ (10\% match)} = \$23,180$

$\$23,180 \times 10\% = \$2,318$

- Communities can provide more than the 10% match.
- Sources of match may include funds from the local government, the Housing and Community Development Act of 1974, Equitable Sharing program (a Federal asset forfeiture program) and/or private funds. **Other Federal funds cannot be used as match.** If the unit of local government contracts with private/public agencies for the implementation of the program, the unit of local government cannot require the contracted party to provide the match. If the unit of local government and the agency choose to work out an agreement to share match costs that is allowable.
- Up to 5% of the total grant award may be used for administrative costs related to the JABG project. All grant funds used for administrative costs are subject to the 10% cash match requirement. JABG funds used for administrative costs cannot be used to supplant existing funds. This means federal dollars cannot be used to replace local dollars for personnel or other expenditures. For instance, if a person is currently employed by the city or county, these funds cannot be used to replace local dollars currently used to pay the person's salary. However, if the person is a part time employee and the person's hours will increase to administer this grant, the administrative dollars may be used to pay for the additional hours.
- The funds cannot be used for indirect costs.

### **JUVENILE CRIME ENFORCEMENT COALITIONS**

States and units of local government who are eligible to receive JABG funds, **MUST** establish a Juvenile Crime Enforcement Coalition (JCEC) which consists of representatives from the local police department, sheriff's department, prosecutor's office, probation, juvenile court, schools, business and

religious community, non-profit or social service organizations involved in crime prevention. Many communities have existing coalitions, committees or community teams, which may be used to meet this requirement, however, required members should be added when necessary. We encourage eligible units of local governments to utilize existing community teams when possible to avoid duplication.

### **COMPREHENSIVE JUVENILE SERVICES PLAN**

States and units of local government, who are eligible to receive JABG funds, **MUST** have a Comprehensive Juvenile Services Plan. The Crime Commission is aware that many communities already have juvenile justice plans that can and should be updated to include holding juveniles accountable for their actions. Most counties have completed comprehensive plans to meet the requirements of LB640. Because of LB640, the JABG grant application will no longer serve as the community plan to receive funding. A county will now need to have a full comprehensive juvenile services plan that includes accountability.

**PURPOSE AREAS:** The following are the 17 purpose areas for JABG funds:

<b>1. Graduated Sanctions:</b> Developing, implementing, & administering graduated sanctions for juvenile offenders.
<b>2. Corrections/detention facilities:</b> Building, expanding, renovating or operating temporary or permanent juvenile corrections or detention facilities, including training of personnel.
<b>3. Court staffing and pretrial services:</b> Hiring juvenile court judges, probation officers, & court-appointed defenders & special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.
<b>4. Prosecutors (staffing):</b> Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced.
<b>5. Prosecutors (funding):</b> Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
<b>6. Training for law enforcement and court personnel:</b> Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.
<b>7. Juvenile Gun Courts:</b> Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
<b>8. Juvenile Drug Courts:</b> Establishing drug court programs to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to integrate administration of other sanctions and services for such offenders.
<b>9. Juvenile Records System:</b> Establishing and maintaining a system of juvenile records designed to promote public safety.
<b>10. Information sharing:</b> Establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services

agencies to make more informed decisions regarding the early identification, control, supervision and treatment of juvenile s who repeatedly commit serious delinquent or criminal acts.
<b>11. Accountability:</b> Establishing and maintaining accountability based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
<b>12. Risk and Needs Assessment:</b> Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.
<b>13. School Safety:</b> Establishing and maintaining accountability based programs that are designed to enhance school safety.
<b>14. Restorative Justice:</b> Establishing and maintaining restorative justice programs.
<b>15. Juvenile Courts and probation:</b> Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
<b>16. Detention/Corrections personnel:</b> Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.
<b>17. Reentry:</b> Establishing and maintaining reentry programs

### **COMMINGLING OF FUNDS**

A clear audit trail must be maintained for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each source of funds.

### **ACCOUNTING REQUIREMENTS**

Awarded applicants shall implement and maintain an accounting system, which accurately reflects income received expenditures, and documentation of expenditures. Records are to be available for monitors and audits. Awarded applicants are required to submit quarterly reports detailing their expenditures.

### **DISTRIBUTION OF FUNDS**

The Crime Commission is the agency designated to administer the JABG program. While communities may receive a pre-determined award, all the proper guidelines must be adhered to in order to receive the pre-determined funds. The applicant can only request the amount listed as the pre-determined award. **Applicants must request the exact amount available.** Applications are screened in a staff review process that includes Nebraska Coalition for Juvenile Justice grant review committee members and they make recommendations to the full Coalition. The Nebraska Coalition for Juvenile Justice as a whole makes recommendations on the local awards as well as the state plan, to the Nebraska Crime Commission for final approval.

## **OTHER REQUIREMENTS**

1. Drug Free Workplace Policy: Each sub-grantee is required to implement and maintain a Drug Free Workplace Policy. If one does not exist at the time of an award, the Crime Commission policy may be adopted.
2. Debarment: Each sub-grantee shall sign a form that states they have not been prohibited from doing business with the Federal government.
3. Lobbying: Each sub-grantee shall sign a form that states that grant funds will not be used to lobby.
4. Certified Assurances: As recipients of federal funds, the Crime Commission must sign and pass on certain certified assurances to its sub-grantees. Each sub-grantee shall read and sign the certified assurances attached to the application.
5. EEOP: Federal rules govern that certain agencies have in effect an Equal Employment Opportunity Plan. Each sub-grantee shall read and sign in the appropriate place the EEOP form attached to the application.
6. Cooperation: The commitment to the project by the implementing agency and the cooperation of the other juvenile justice agencies in the community is essential to the success of the projects. Therefore, cooperation among juvenile justice agencies is required.
7. Confidentiality: No recipient of monies or any personnel involved in the program shall use or reveal any information received from the program for any purposes other than the purpose for which such information was obtained.
8. Letters of Commitment: If this program impacts other agencies and/or other agencies are involved in the implementation of the program, letters of commitment from these agencies are required. These letters should document how the program impacts them and how they are committed to the project. **Letters received separately will not be considered.**

## **GRANT APPROVAL TIMELINE:**

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March 17, 2010	Grants Announced
April 16, 2010	Grants Due
May 6, 2010	Grant Review Committee meets
June 4, 2010	Nebraska Coalition for Juvenile Justice meets
July 23, 2010	Crime Commission approves Grants

## **FUNDS AVAILABLE FOR ALLOCATION:**

<b>Community</b>	<b>Funds Available</b>
Douglas County	\$78,301
City of Omaha	\$40,585
Lancaster County	\$54,080
City of Lincoln	\$24,623
Sarpy County	\$17,353
Hall County	\$11,110
total	<b>\$226,052</b>

## **GENERAL APPLICATION COMPLETION INSTRUCTIONS:**

### **SECTION I. APPLICANT INFORMATION**

- Provide complete address information, to include address with last 4 digits of zip code, phone and fax numbers, and email addresses for Project Director, Project Coordinator, Fiscal Officer, and Authorized Official.
- Answer all questions as directed.

### **SECTION II. BUDGET**

- Attach a budget narrative for every category where funds are requested or match is provided.
- Do not complete a narrative for the Budget Summary Page. Provide budget narratives for each detailed budget section completed.
- Provide a breakdown of the cost basis for each piece of equipment.
- Budget pages not relevant to the project should not be submitted with the application.
- Sources of matching funds must be identified in the budget narratives.
- Budget figures are to be provided in round numbers, no cents (i.e., \$52.14 should be rounded to \$52; \$52.72 should be rounded to \$53).

### ***CATEGORY A – PERSONNEL***

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultants. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

**Direct Salaries** Provide the title or position for each employee who will be involved in the project, including new positions to be filled, and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but do include such information in the Budget and Project Narrative. Across from each position listed, enter the annual salary of the position; percent of the time to be devoted to the project; amount of funds being requested for the position; the amount of matching funds; and, the total cost for the position.

At the bottom, enter the subtotal of the amount of funds being requested, matching funds, and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use \$9/hour multiplied the number of hours of service to be contributed.

**Fringe Benefits** All fringe benefits are to be based on the employer's share only. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080 hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns.

**Total Personnel Budget** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the project. Also enter these totals on the "Budget Summary" pages.

**Personnel Budget Narrative** A budget narrative MUST be attached if funds are requested and/or match is provided. The budget narrative MUST include a breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for both the requested funds and matching funds. The budget narrative is to explain:

- If each position is existing or new, and if existing how is it not supplanting;
- If each position is full or part-time;
- How each position is relevant to the project;
- A brief description of the duties of each position; and,
- Include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

## ***CATEGORY B - CONSULTANTS AND CONTRACTS***

**NOTE:** If more than one consultant will be used for the project, complete one budget sheet for each consultant.

**Purpose** List the purpose for using a consultant or contractor (i.e., conduct study, facilitate support group, develop and/or present training).

**Type of Consultant** Check the box for the type of consultant to be used for the stated purpose.

**Consultant Fees** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.

### **Travel Expenses for the Consultant**

- Mileage: List the cost for mileage. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.50 cents/mile.
- Air Fare: List the cost for airfare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- Meals: List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "total" column.
- Lodging: List the cost for lodging. Enter the amount requested and enter the amount provided



as match. Enter the total cost in the "total" column. In-state lodging allowance is \$70.00 per night for all areas except Omaha, which is \$101 per night.

- Other Costs: List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match.
  - Enter the total cost in the "total" column.
- For out-of-state meal and lodging rates, go to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.

**Total Cost** Calculate the total cost for funds requested, match provided, and total cost. Enter totals on the "Budget Summary" page.

**Consultant Budget Narrative** A budget narrative is to be attached if funds are being requested and/or if match funds are being provided. The budget narrative is to include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The budget narrative is to explain what services and/or what product the consultant will provide, how the services or product relate to the project, and the impact on the project.

### ***CATEGORY C - TRAVEL EXPENSES***

**NOTE:** If travel expenses are needed for more than one purpose, make copies of the budget sheet and complete one for each purpose.

**Purpose** List travel expenses by purpose (i.e., training, conference, daily travel for job). For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, airfare, meals, lodging, other.)

Mark the travel as local, in-state, or out-of-state.

List the title of the person who will travel.

Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.

- Mileage: List the cost for mileage. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.50 cents/mile.
- Air Fare: List the cost for airfare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- Meals: List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "total" column.
- Lodging: List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$70.00 per night for all areas except Omaha, which is \$101 per night.
- Other Costs: List other anticipated costs. Enter the amount requested and the amount provided as match.
- Enter the total cost in the "total" column.
- For out-of-state meal and lodging rates, go to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.

**Total Cost** Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match, and total and enter these amounts on the Budget Summary page.

**Travel Budget Narrative** For each purpose, complete a budget narrative stating the purpose, the position which will travel and how travel is necessary to the project.

#### ***CATEGORY D - SUPPLIES AND OPERATING EXPENSES***

**Supplies** This section includes office supplies, forms, books, subscriptions, repair or maintenance supplies, (material which is expendable or consumed during the course of the project) and equipment items costing under \$300.

List items by major type (i.e., postage, forms, office supplies, training materials) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (i.e., special mailings, equipment items). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost that will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match, and total cost in the appropriate columns.

**Operating Expenses** This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed, enter the rate or unit cost. Enter the amount of the cost requested and enter the amount provided as match. Enter the total cost in the "total" column. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match, and total costs in the appropriate columns.

**Supplies and Operating Total** Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match, and total costs in the appropriate columns. Also enter the totals on the "Budget Summary" page.

**Supplies/Operating Budget Narrative** Attach a budget narrative if funds are requested or match is provided.

For supplies, explain how the cost was determined. Provide a cost breakdown of how requested and match amounts were determined. For operations, describe current expenses and how requested and match amounts were determined. Explain how the supplies and operating expenses relate to the project.

#### ***CATEGORY E - EQUIPMENT***

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule, or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match, and total costs in the appropriate columns. Equipment items costing under \$300.00 should be included in Supplies.

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Provide a breakdown of the cost basis for each piece of equipment.

Explain how each piece of equipment is relevant to the project.

#### ***CATEGORY F - OTHER COSTS***

List each item and the total estimated cost with the breakdown by the amount requested, match, and total costs in the appropriate columns.

Enter the total cost for "Other". Also, enter these totals on the "Budget Summary" page.

Check grant program guidelines for allowability.

Explain each item requested and the breakdown of how the cost for each item was determined.

Provide an explanation of how each item is relevant to the project.

### **SECTION III. IDENTIFICATION OF PURPOSE AREAS**

Identify which purpose area(s) the application is requesting funds. For each purpose area selected, a Federal Performance Measure form needs to be completed.

### **SECTION IV. PROBLEM STATEMENT**

Provide problem statement in the format "The problem to be addressed by this proposed project is...."

Note: The problem is never a "lack of" something, a description of the proposed intervention, or related to increasing staff. The problem statement clearly explains why the applicant offers the proposed services to the target population.

Provide a description of the problem stated. Explain the problem, the impact of the problem and identify the factors that contribute to and/or cause the problem.

Provide **relevant** statistics for the same time period (i.e. January-December) for a three (3) year period which document the problem stated above. Statistics should be presented in a readable table format and must include numbers **and** percent of change from the first year to the third year. **NOTE: Percentages alone are not acceptable.** Provide a brief explanation of the statistics provided. Site the source of all data.

### **SECTION V. PROJECT OPERATION**

Explain how individuals come into contact with the project, what occurs once the individuals come into contact with the project, the role and responsibilities of each position involved in the proposed project, etc. This section should include information on referral source, entrance into program to include assessments, program services, and exit from the program to include information on any satisfaction surveys. Identify other agencies directly or indirectly involved in the project, their roles and responsibilities, and how coordination is achieved.

### **SECTION VI. ACTIVITY/TIMELINE**

List major program activities that occur and the person responsible for completion of the activity.

### **SECTION VII. EVALUATION**

Complete the evaluation with activities, documentation of how data is collected, and key indicators. Key indicators are to be measurable by a number and/or percent.

Example:

ACTIVITY	DOCUMENTATION	KEY INDICATORS
<b>Entry Point</b>		
Examples: Arrest/Citations	Examples: Paper citation;	Examples: # of arrests;
Referrals	computer referral; letter referral; phone referral	# of referrals; # of referrals accepted; # declined and why
<b>Intake</b>		
Examples: intake meeting	Examples: computer log of intake meetings; paper intake forms	Examples: # completing intake; # of signed contracts; # not completing intake & why
Program contracts	Examples: Paper or computerized	
<b>Assessment</b>		
Examples: Tools such as : YLS/CMI; MASSI II; SSI	Examples: Paper or computerized case management system	Examples: Average scores; scores by age and other demographics
<b>Service Provision</b>		
Examples: community service	Examples: Log book;	Examples:
Counseling; Sanctions; Supervision	Session notes; travel logs	# of service hours completed; # of supervision hours or contacts
<b>Exit from Program</b>		
Examples: Program components completed; new law violation; Graduation	Examples: Paper or computerized citation records; case management system	Examples: # completing the program; # not completing; & why;

## SECTION VIII. CONTINUATION INFORMATION

Complete the information as requested. This standard data should be collected for all programs. If the proposed program has not been funded by the Nebraska Crime Commission in the last three years, enter "Not Applicable" on the top of the page.

## SECTION IX. LETTERS OF COMMITMENT/SUPPORT

All letters of commitment and support are to be submitted as part of the application. Letters submitted separately from the application will NOT be considered. Letters of support must be from relevant community leaders and agencies that will be affected by the proposed project. Letters of commitment should be from individuals or organizations committing staff, in-kind, or cash support, time, etc. to the project. All letters must be signed, on official letterhead, and include a timely date. Letters from participants or family members may be anonymous to protect confidentiality. Limit of 5 letters total.

## SECTION X. REQUIRED FORMS

Include ALL required forms (Budget Summary, Certified Assurances, Drug Free Workplace, Debarment, Lobbying and EEOP) with appropriate signatures. The following are appropriate authorized official signatures:

Counties: County Board Chair  
 Cities: Mayor, City Administrator  
 Non-Profit: Board Chair or Vice-Chair (not agency director).  
 State: State Agency Director

## **APPLICATION FORMAT**

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- Applications must be typewritten. **The original copy must be stapled in the upper left hand corner and 2 hole punched at the top.** The remaining 7 copies must be stapled in the upper left hand corner.
- If the applicant re-creates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Nebraska Crime Commission's official application. The application and instructions may change from year to year.
- Do not include cover letters or cover pages.
- Do not put applications in folders.
- Charts and/or graphs must be in black and white on 8 ½ x 11 paper.
- Application must be single spaced, 1" margins on top, bottom, left and right, 12 point font, and all pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Adhere to the page limits listed for each section of the application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.
- The 7 copies of the application may double sided; the original must be single sided.

## **LATE APPLICATIONS**

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Applications received in the Nebraska Crime Commission office after the due date and time will NOT be considered. Late applications are ineligible for funding during the current funding cycle. NO exceptions. We highly recommend submitting the application several days before the deadline. If severe weather should occur, contact the Nebraska Crime Commission office prior to driving.

## **GRANT COMMENCEMENT AND DURATION**

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Nebraska Crime Commission Operating Instruction #10 requires funded projects to be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator. Failure to implement a project within this period, or period agreed upon by the grant administrator, may result in the loss of grant funds.

State and Federal grant funds are approved for a period of twelve months. The project period for awarded grants will be July 1, 2010 – June 30, 2011, unless otherwise approved by the grant administrator. There are no guarantees of continued funding for programs. However, it is the goal of the NCJJ and Nebraska Crime Commission to continue projects that address the purpose of the state or federal program and are successful in their endeavor.

Awarded applicants are required to attend Grant Management Training and submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds.